



# Telecommunication Terminal Equipment Certification Procedure for Innovation, Science and Economic Development (ISED) Canada

RD\_720, Issue 13

This guide describes the certification procedure of compliance to the Canadian document DC-01 "Procedure for Declaration of Conformity and Registration of Terminal Equipment" as implemented by Kiwa.



## Revision record sheet

NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet

Revision	Section number	Page number	Date	Remark(s)	issued by
08	-	02	22.10.2014	Revision record sheet added	RV
"	1.1	04	"	ISO/IEC 45001 replaced by the ISO/IEC 17065	RV
"	3.2	12	"	ISO Guide 65 replaced by the ISO/IEC 17065	RV
9	1.1	4	18-08-2016	Modified paragraph About Telefication	EB
	4.7	14	18-08-2016	Modified paragraph Termination (expiration), reduction, suspension and withdrawal of Certificates	EB
	Annex D	Annex D	18-08-2016	Changed Phone number	EB
	Annex C	17	18-08-2016	Added RQ_160	EB
10	All	-	17-08-2019	Replaced Industry Canada with ISED Canada	ME
	1.2 / 1.3	4 / 5	17-08-2019	Updated DC-01 issue & date. Updated TA Act issue & date. Updated link to latest DC-01.	ME
	2.3.2	8	17-08-2019	Removed link to old Telefication website.	ME
	Annex B	18	17-08-2019	Added the latest ISED certificate template	ME
11	3.2, & 4.7	11, 14 and 19	26-11-2020	Information in section 3.2 modified (now reference to ISO/IEC 17065 accredited). Annex D address updated. Section 4.7 ref to 17025 removed.	WJJ
12	Complete document	All	25-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
13	Front sheet, contents table, 3.1	1, 3, 11	19-05-2023	Change Telefication into Kiwa	WJJ

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Revision : 13  
Date : 19-05-2023

Verified by : Axel Gase  
Function : Quality assurance manager  
Date of release : 19-05-2023

Released by : Axel Gase  
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Date of release : 19-05-2023



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## 1 Introduction

### 1.1 About Kiwa

Kiwa Nederland B.V. is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited Kiwa to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

More information about Kiwa is available in *RD\_560, About Kiwa Certification*.

### 1.2 About this document

This document is for manufacturers and importers who intend to place Telecommunication Terminal Equipment on the Canadian market and therefore need to fulfil the procedure DC-01 "Procedure for Declaration of Conformity and Registration of Terminal Equipment", issue 6 issued in January 2016 by ISED Canada. Manufacturers and importers have to follow the procedure described in this document when they want to obtain a certificate issued by Kiwa acting as a Canadian Certification Body stating that the manufacturer or importer is in compliance with procedure DC-01.

### 1.3 Legal background

In the *Telecommunication Act* (TA) for short, regulations are defined for Telecommunication Terminal Equipment placed on the Canadian market. The latest version of the Telecommunications Act is issue 4 of 21 September 2017.

In Part IV.1, *Telecommunication Apparatus* of the TA the regulations for Telecommunication Terminal Equipment (TTE) are given. According to Article 69.2 it is forbidden to place Telecommunication Terminal Equipment on the Canadian market unless a Technical Acceptance Certificate (TAC) is issued for the apparatus and the apparatus is in compliance with the mandatory technical specifications and marking requirements.

Another important document is the *Telecommunications Apparatus Regulations* (TAR). The latest version of the TAR is Issue 1 of 1 December 2001. The TAR describes the procedure how to obtain a Technical Acceptance Certificate (TAC). In Article 3 is stated, that no TAC is required under specified conditions. In the context of this certification scheme the following conditions are relevant:

- A certificate is issued by a foreign Canadian Certification Body (CCB) that is designated under an international agreement, convention or treaty respecting telecommunications apparatus to which Canada is a party and that is recognised by Canada under that agreement, convention or treaty as competent to certify telecommunications apparatus, to the effect that the telecommunication apparatus complies with the applicable technical specifications;

Or

- A declaration is drawn up and signed by the manufacturer, reseller, distributor, importer or other agent that the telecommunications apparatus complies with the applicable technical specifications.

With reference to the first bullet Kiwa is a CCB for Radio Equipment and a Conformity Assessment Body (CAB) for telecommunications apparatus under the Mutual Recognition Agreement between the EU and Canada. The declaration, meant in the second bullet, is the so-called Suppliers Declaration of Conformity (SDoC).



The procedure for the SDoC is defined in document DC-01 *Procedure for Declaration of Conformity and Registration of Terminal Equipment*. The latest version of DC-01 can be found on the web site of ISED Canada, <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf05610.html>



## 2 General

### 2.1 Scope

This document describes the process to be followed and the information to be submitted by an applicant wishing to obtain certification by Kiwa of the registration of Telecommunication Terminal Equipment in Canada.

Before certification is granted, the applicant shall show that it is in compliance with the document DC-01.

In case of conflict between this document and DC-01, the latter shall be given precedence.

### 2.2 Conditions

The following general conditions have to be met:

- A Suppliers Declaration of Conformity can be made only for Telecommunication Terminal Equipment for which TTE technical specifications have been promulgated by ISED Canada;
- Telecommunication Terminal Equipment, which is also a radio apparatus, requires certification under the Radio communication Act. Certification to the applicable Radio Standards Specifications must be obtained before a Declaration of Conformity is submitted. ISED Canada reserves the right to withhold registration until the radio interface has been properly certified;
- All Telecommunication Terminal Equipment models shall be declared separately;
- Telecommunication Terminal Equipment registered following the process of registration does not require a Technical Acceptance Certificate.

### 2.3 Requirements

The applicant has to meet the following requirements:

#### 2.3.1 Design

- Terminal equipment shall be designed to conform to all the applicable TE technical specifications.

#### 2.3.2 Testing

- A representative sample of the final product must be tested to the applicable TE technical specifications to verify compliance. These specifications are established by ISED Canada under the Telecommunications Act and are contained in the Terminal Equipment Technical Specifications List.
- Testing shall be performed by a testing laboratory that is:
  - (a) Accredited by the Department, the Standards Council of Canada or a Recognized Accreditation Organization and recognized by ISED Canada (see DES-LAB);
  - Or



- (b) In the case of foreign testing laboratories, designated by a Mutual Recognition Agreement/Arrangement partner and recognized by ISED Canada (see REC-LAB).
- A list of recognized testing laboratories is compiled by ISED Canada.
- While the methods of measurement prescribed in the TE technical specifications documents are preferred, ISED Canada will accept alternate test methods with an engineering analysis that demonstrates the validity of the alternative test method.

### 2.3.3 Test Report

- The recognized testing laboratory shall document all test results and test methods used and prepare a report.
- The applicant shall retain, on file, a compliance folder that includes the test report — for 10 years from the date of registration.
- Upon request, a compliance folder shall be submitted to ISED Canada. The compliance folder shall contain the following information:
  - (a) A copy of the test report. The test report shall show that the product fully meets the applicable technical specifications;
  - (b) A copy of the instruction manual(s) as supplied with the equipment. If not included in the instruction manual(s), the following information shall be attached:
    - (i) Complete operating and maintenance instructions;
    - (ii) Complete schematic diagrams and list of parts and components; and
    - (iii) Sufficient photographs (approximately 20 cm × 25 cm) of the unit to show details of external appearance and internal construction;
  - (c) A copy of current advertising literature, if available; and (d) a drawing, sample or illustration of the product label.

### 2.3.4 Marking

The following requirements are established under section 69.3 of the Telecommunications Act for purposes of section 5 of the Telecommunications Apparatus Regulations.

- Registered equipment shall bear the following identifying marks, and the applicant shall ensure that these marks are permanently affixed to the equipment:
  - (a) The registration number — Specifications of this mark are given in the document: Self-Marking of the Certification/Registration Number on Terminal Equipment — Application Procedure and Agreement; and
  - (b) The model identification number under which the product was registered.
- A statement of compliance with ISED Canada requirements, such as the one given below, shall accompany each unit of equipment whether registered under this procedure or previously certified:

**"This product meets the applicable ISED Canada technical specifications"**

The certification/registration number shall appear as follows:  
"IC: XXXXX-YYYYYYYYYYY"

Where:



- "XXXXX-YYYYYYYYYYY" is the certification/registration number;
- "XXXXX" is the Company Number (CN), made of at most 5 alphanumeric characters (A-Z, 0-9), assigned by ISED Canada;
- "YYYYYYYYYYY" is the Unique Product Number (UPN), made of at most 11 alphanumeric characters (A-Z, 0-9) assigned by the applicant; and
- The letters "IC: " have no other meaning or purpose than to identify the ISED Canada certification number/registration number.

Kiwa advises Certificate holders to use the number of the Certificate issued by Kiwa as UPN. This Certificate number consists of 8 numbers (the first two representing the year of issuing).

Permitted alphanumerical characters used in the CN and UPN are limited to capital letters (A-Z) and digits (0-9). Other characters, such as #, / or -, shall not be used. An example of the new format for a company having a CN of "2121A" and wishing to use a UPN of "A3" would thus be: IC: 2121A-A3.

- For terminal equipment intended for connection to loop-start or ground-start interfaces, the Ringer Equivalence Number (REN) must be calculated as per Section 1.8 of CS-03, Part I. A REN higher than that determined may be assigned by manufacturers to allow for production variations. The REN must be marked on the terminal equipment itself or added to the note below. A note similar to the following shall accompany each unit of equipment whether registered under this procedure or previously certified:

**"The Ringer Equivalence Number (REN) is a figure relevant for the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five".**

### 2.3.5 Submission to ISED Canada

- The following shall be submitted to ISED Canada:
  - (a) A signed Declaration of Conformity (RF\_728, Canadian Declaration of Conformity for Terminal Equipment);
  - (b) A signed Registration Request (RF\_729, Canadian Registration Request); and
  - (c) The registration fee.

A separate submission is required for each model of equipment.

- By submitting a Declaration of Conformity in accordance with the procedures set in DC-01, the applicant confirms to ISED Canada that the terminal equipment is in conformity with the applicable technical specifications.
- The Registration Request provides the required information to add the terminal equipment to the Terminal Equipment List (TEL). The applicant shall ensure that the Registration Request includes a valid Company Number, which can be obtained from ISED Canada. Any changes to the information provided in the Registration Request shall be reported to ISED Canada.
- The DoC and Registration Request must be signed by a company officer, a partner in the case of a partnership, or a proprietor in the case of a sole proprietorship. An applicant's authorized representative may sign the forms provided a letter describing the authority is added to the submission.





- The registration fee to be paid is \$750.00. The payment shall be made by cheque or credit card in Canadian funds payable to the Receiver General for Canada.
- Upon receipt of a submission, ISED Canada will:
  - (a) Review the material submitted and verify that it is complete. Additional information may be requested;
  - (b) Send an acknowledgement to the applicant; and
  - (c) Register the declared terminal equipment in the Terminal Equipment List.
- After acknowledgement from ISED Canada, the declared equipment may be distributed, leased, offered for sale or imported into Canada, as provided in Part IV.1 of the Telecommunications Act.
- Additional information about these procedures may be obtained from ISED Canada.

### 2.3.6 Audit Requirements

- ISED Canada reserves the right, in accepting a DoC, to conduct audits, request a copy of the compliance folder, or request that the equipment be re-tested to ensure that the terminal equipment entering the market complies with the applicable technical specifications.
- The applicant shall provide, in the Registration Request, the identity of a representative in Canada who is capable of responding to enquiries and who can provide audit samples at no charge to ISED Canada.
- Suppliers shall implement a suitable quality control program to ensure that the registered product continues to meet the applicable TE technical specifications.

## 2.4 Component Devices

Component devices can be declared and registered either as part of an equipment package or as individual component devices. To be eligible, it shall be demonstrated that the component device complies with the applicable TE technical specifications when tested in a registered host terminal equipment package or in a generic test bed.

The host equipment with which the component device was tested shall be identified in the Registration Request.

The user's manual for the component device shall contain a list of host equipment with which the component device is compatible.

### 2.4.1 Family Certification

Family certification may be granted to many models of TTE equipment that are nearly identical in design and construction, however all the models must be electrical identical, provided that each model is assigned a unique model number by the manufacturer.

#### **(a) New Family**

If family certification is requested and none of the models in the family have ever been certified, the following information shall be provided:

- the information required for single certification, and
- a list of all the models to be included in the family.

#### **(b) Existing Family**

If family certification is requested and at least one model in the family has been certified, the following information shall be submitted:

- the unique model number that never be granted before, certification number of the approved equipment with a detailed description of the differences between the new device and the previously certified device, with particular emphasis on the following:
- a completed and signed original copy of RF\_728 and RF\_729 attached to the test report;
- photographs and product literature if the new model's(s') internal or external appearance differ(s) from the previously certified models;
- a drawing, sample or illustration of the product label, if this is not shown in the previous bullet, and
- a brief statement as to why the new product should qualify for family approval.

### 2.4.2 Multiple Listing

Multiple listing is required when a manufacturer or distributor wishes to list under their name and unique model number, a certified TTE equipment of an original equipment manufacturer (OEM). A TTE equipment may be multiple listed to other manufacturers or distributors based upon the approval granted to the original Certificate holder.

In order to obtain a multiple listing certification, the following documentation must be submitted:

- the unique model number, Certification number of the approved TTE equipment;
- a signed letter from the original Certificate holder authorizing Kiwa to use information on file to grant a multiple listing certification. The name/model number, Certification number of the TTE equipment must be shown. The letter must also declare that all the models are electrical identical to the originally approved model;
- a letter, from the applicant, requesting the certification;
- a completed and signed original copy of RF-728 and RF\_729, and
- a drawing, sample or illustration of the product label.

Family certification may be granted to many models of TTE equipment that are nearly identical in design and construction provided that each model is assigned a unique model number by the manufacturer.



### 3 The Certification Application Procedure

#### 3.1 Application for certification

A completed Application Form (see RF\_728 and RF\_729), a covering letter, a description of the equipment to be registered must be submitted to Kiwa in support of a request for certification. To facilitate future correspondence, the applicant should include in the covering letter a file, purchase order, or reference number. A separate filing is required for each model of equipment, except where the applicant demonstrates to satisfaction of Kiwa that two or more models are identical in respect to the requirements, as demonstrated by their schematic diagrams, parts list, operation and maintenance manuals, and such tests as may be necessary.

Kiwa will grant certification only after it receives a satisfactory application. Kiwa will review the application and may request additional information if needed.

The following information must be submitted:

- (a) A completed Declaration of Conformity (RF\_728);
- (b) A completed Request for Registration (RF\_729);
- (c) Letter of Authorization (RF\_160) if an agent is making the application for the applicant;
- (d) IC company Number request Letter (RF\_727) if the applicant needs a company in the REL/TEL list.
- (e) One copy of the Test Report. The Test Report must confirm compliance with the requirements of the appropriate Terminal Equipment Technical Requirements document;
- (f) A drawing, sample or illustration of the product label.
- (f) Technical Product documentation:
  - User manual or Product description
  - External and Internal photographs
  - Block and circuit diagrams
  - Part lists (BOM)

After the applicant has met all of the conditions for certification, Kiwa will send the submission of registration on behalf of the applicant to the Certification and Engineering Bureau of ISED Canada.

Kiwa will also:

- (a) Arrange the payment of the registration fee;
- (b) Issue a Certificate of Conformance;
- (c) Send the Certificate of Conformance to the applicant;
- (d) Add the certificate to the database of Kiwa, available on <http://www.kiwa.com/>, choose "Issued certificates" in the left panel and fill-in the field "Approval number (8 digits)" and click on "Search!".

#### 3.2 Release and confidentiality of information

The applicant shall indicate which information and documents provided in support of a DoC and registration are confidential. The provisions of the *Access to Information Act* apply.

All information furnished in support of a submission for certification will be retained by Kiwa and treated as confidential within Kiwa (this scheme is ISO/IEC 17065 accredited). However ISED



Canada is entitled to ask a copy of the certification file. In such a case the provisions of the *Canadian Access to Information Act* will also apply.

Should a request be received for the disclosure of this information, either informally or under the Access to Information Act, the applicant will be given the opportunity to make representations to ISED Canada as to why the information should not be released. However, the Ministry cannot guarantee that all information can be protected in all circumstances.

### 3.3 Marking

This certification scheme does not lead to additional marking or adapted marking of the product involved. The marking requirements of DC-01 have to be met.

An overview of all marking requirements is given in the document "*Self-Marking of the Certification/Registration Number on Terminal Equipment – Application Procedure and Agreement*". This document is for downloading available at the website of Kiwa. See <http://www.kiwa.com/>, choose "Download documents" in the left panel, choose "Standards Canada" and scroll to the document desired.



## 4 Retaining Certification and Registration

### 4.1 Continuing Compliance for certification

This certification scheme is based on “Module B” of the “Kiwa Approach”. The certification scheme has no continuing compliance requirement. As a consequence the certificate certifies only that the registration was compliant to DC-01 on the date the certificate was issued.

### 4.2 Continuing Compliance for registration

Applicants must continue to meet the requirements of DC-01. If not, they will be violating Canadian Laws. When an applicant is not meeting DC-01 while placing Telecommunication Terminal Equipment on the Canadian market the applicant is guilty of an offence punishable on summary conviction and liable. Fines can be expected (See Article 73 Telecommunications Act).

### 4.3 Equipment modification

In case of any change in design or modification to the equipment certified with respect to the mandatory technical requirements a new registration and a new model name to ISED Canada is needed.

### 4.4 Transfer of certification

A certificate cannot be transferred. Obtaining a new certificate is possible.

### 4.5 Transfer of owner's registration

A registration cannot be transferred to another manufacturer or importer. The new manufacturer or importer is obliged to register again.

### 4.6 Re-certification

A re-certification of being compliant to DC-01 is always possible.

If the applicant is still meeting all of the conditions for certification, Kiwa will:

- (a) Issue a new Certificate of Conformance;
- (b) Send the Certificate of Conformance to the applicant;
- (c) Add the certificate to the database of Kiwa, available on <http://www.kiwa.com/>, choose “Issued certificates” in the left panel and fill-in the field “Approval number (8 digits)” and click on “Search!”.



#### 4.7 Termination (expiration), reduction, suspension and withdrawal of Certificates

The issued certificates issued can get a change in their active status, as published on the Kiwa website, due to passing the expiry date, changes in the prerequisites for certification, when a non-conformity with the certification requirements is substantiated or when the client requests for changes. In RQ\_160 is defined for the related possibilities e.g. termination, suspension and reduction which action must be taken and how these actions have to be performed.

### 5 Information about complaints

The certification holder of the certified products should keep a record of all complaints made known to the approval holder relating to a product's compliance with requirements of the relevant standard and to make these records available to the certification body when requested. In case such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification, appropriate action should be taken.

## Annex A, Abbreviations and paraphrases

### **Accredited laboratory**

A laboratory operating in accordance with a quality standard, in this case ISO/IEC 17025, and which has been accredited by a recognised Accreditation Board.

### **Authorised representative**

The person who, on the explicit (written) instructions of the manufacturer, acts on his behalf or for his account with respect to the obligations laid down by Law.

### **CCB**

Canadian Certification Body. A Canadian Certification Body is in the context of the Canadian Law a certification body located in Canada. In the context of this certification scheme a Canadian Certification Body is a certification body authorized to issue Canadian approvals.

### **Certification**

A procedure whereby a third party gives written assurance that a product, process or service conforms to specified requirements (ISO/IEC Guide 2: 2004).

### **Conformity assessment**

Systematic examination of the extent to which a product, process or service satisfies further specified requirements (ISO/IEC Guide 2: 2004).

### **Conformity Assessment Body (CAB)**

A CAB is a third party authorised to carry out the tasks relating to approvals described in a Canadian Law. In general, a CAB can be regarded as a competent approvals body in a field where approval (certification) of a product is compulsory by law. A CAB is designated by ISED Canada or by a government of a country having a Mutual Recognition Agreement in place with Canada.

CAB designated should satisfy criteria relating to proficiency, independence, impartiality, etc. In this connection, standards like ISO/IEC 17025, ISO/IEC 17065, / EN 17021 are particularly important.

### **Importer**

Any person who places a product from a third country, on the Canadian market.

### **ISED Canada**

The ministry in Canada responsible for the implementation of the Canadian laws concerning the placing of Telecommunication Terminal Equipment and Radio Equipment on the Canadian market.

### **Kiwa**

Kiwa – Third party certification body accredited by The Dutch Council for Accreditation (Raad voor de Accreditatie: RvA) and designated as CCB.

### **Manufacturer**

The person responsible for designing and manufacturing a product covered by a Canadian Law with the view to placing it on the Canadian market on his own behalf.

### **Minister**

Minister means the Minister of ISED of Canada



**OEM products**

The same product under different type designations and/or trademarks. (OEM = Original Equipment Manufacturer.)

**Recognised laboratory**

A laboratory, which is recognised by ISED Canada.

**Regulations**

Regulations means *Part IV.1 Telecommunications Apparatus* of the *Telecommunications Act* of Canada.

**Ringer Equivalence Number (REN)**

Provides an indication of the maximum number of terminals allowed to be connected to a telephone interfaces. The sum of the Ringer Equivalence Numbers of the connected equipment may not exceed 5.

**Standard**

A standard is a technical specification drawn up by ISED Canada of which compliance is compulsory.

**TAC**

TAC means Technical Acceptance Certificate and is equal to a registration.

**Technical Requirements**

Terminal Equipment Technical Requirements Documents prescribe the network protection and other technical requirements to which equipment shall conform.

**Technical specification**

A technical specification is the specification contained in a document which lays down the characteristics required of a product such as quality levels, performance, safety, dimensions, including the requirements applicable to the product as regards terminology, symbols, tests and test methods, packaging, marking and labelling.

**TEL**

Terminal Equipment List

**Trademark**

Trademark refers to the generic (brand) name under which a product is marketed.

**Type designation**

Type designation refers to the unique name under which a product is marketed.

**Type-examination**

A procedure whereby a Conformity Assessment Body assesses the design, possibly by means of tests, of a representative specimen of the production envisaged.





## Annex B, Example of Certificate



CERTIFICATE

<b>CB</b>	Innovation, Science and Economic Development Canada	Innovation, Sciences et Développement économique Canada
	▶ Reg. No. NL0001	



CERTIFICATE OF CONFORMANCE  
TO CANADIAN REQUIREMENTS

CERTIFICAT DE CONFORMITÉ  
AUX EXIGENCES CANADIENNES

CERTIFICATION No. <IC ID>  
No. DE CERTIFICATION

Issued Page	<date> <Page> of <NumPages>	Date of expiration of validity <valid date>
KIWA No No. DE KIWA	<CERTIFICATE NUMBER>	
TEST SITE No. No. DE LABORATOIRE	<Test Site>	
ISSUED TO DÉLIVRÉ A	<CERTIFICATE HOLDER NAME> <CERTIFICATE HOLDER ADDRESS>	
TYPE OF EQUIPMENT GENRE DE MATÉRIEL	<CLASS>	
TRADE NAME AND MODEL MARQUE ET MODELE	<Trade mark> <type>	
CERTIFIED TO CERTIFIÉ SELON LE	SPECIFICATION CAHIER DES CHARGES	<STANDARD ID> ISSUE <ISSUE> EDITION

<p>Kiwa declares that on the date of issue the registration of the listed product complies with document DC-01 Procedure for Declaration of Conformity and Registration of Terminal Equipment, including the technical specifications as indicated on this Certificate.</p>	<p>Kiwa déclare que sur la date de délivrance l'enregistrement du produit mentionné se conforme au document DC-01 Procedure for Declaration of Conformity and Registration of Terminal Equipment, y compris les spécifications techniques indiquées sur ce Certificat.</p>
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ISSUED BY KIWA NEDERLAND B.V. (NL0001), RECOGNIZED CERTIFICATION BODY BY INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT CANADA, ACCORDING THE CANADIAN CERTIFICATION BODY SCHEME.  
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Ron Scheepers  
Managing director





Annex 1 to ISED Technical acceptance Certificate

<certificate number>

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**TEST REPORTS**  
**RAPPORTAGE DE TEST**

<list test reports>

METHOD OF CONNECTION MÉTHODE DE RACCORDEMENT	<>
RINGER EQUIVALENT NUMBER INDICE D'ÉQUIVALENCE DE LA SONNERIE	<>
NETWORK INTERFACE INTERFACE DE RÉSEAU	<>
ACCESSORIES ACCESSOIRES	<>
FEATURES CARACTÉRISTIQUES	<>

**REMARKS**  
**REMARQUES**

<Comment>

|



## Annex C, Forms and documents

### General

Several forms and documents are available to assist you in applying for product certification. The list below covers the most important documents relevant to telecommunication terminal equipment.

<b>RD_720</b>	Telecommunication Terminal Equipment Certification Procedure for Canada (this document)
<b>RF_728</b>	Canadian Declaration of Conformity, Appendix I
<b>RF_729</b>	Canadian Registration Request, Appendix II
<b>RF_727</b>	IC company Number request Letter
<b>RF_160</b>	Letter of Authorization
<b>RQ_160</b>	Termination (expiration), reduction, suspension and withdrawal of Certificates

Kiwa provides you with original copies of these forms, but you may also use photocopies or printouts obtained from the web-site <http://www.kiwa.com/>.



## Annex D, Additional information

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